

You must complete both pages of this registration form.

LGA9

Full Name _____ AFP Member # _____

6 NON-MEMBERS JOIN AFP FOR NO EXTRA CHARGE

Your non-member application grants you full AFP membership. Upon submitting your application, you will become enrolled as an AFP member at no additional charge. All memberships expire on December 31 of the year they begin. If you register after March 31, you are eligible to receive a credit toward the following year's dues. AFP membership dues are individual, non-transferable and non-refundable. Annual dues (\$395) may be deductible as a business expense but are not deductible as a charitable contribution. Of the \$395 in annual membership dues, \$45 is applied toward a one-year subscription to *AFP Exchange*, which is inseparable from dues and disclosed per USPS regulations.

7 AFP'S CTP® EXAM INTENSIVE REVIEW WORKSHOP POLICIES

Class Hours Registration opens the first day from 8:00 – 8:30 a.m. Class time is from 8:30 a.m. – 5:00 p.m. on all three days.

Participation Materials The AFP Learning System Treasury course materials are included in the registration fee.

Seminar Attire Seminar participants should wear business casual attire for this event.

Meals Registration fee does not include meals.

Registration Policies AFP cannot process your registration without FULL PAYMENT. AFP accepts payment in the form of American Express, Diners Club, Discover Card, MasterCard, Visa, check or money order, in U.S. dollars drawn on a U.S. bank. Registrations may be accepted on site if space is available. AFP will confirm your registration within 10 days or receiving it.

Cancellations AFP accepts only written cancellations. Cancellations for registrations received three weeks prior to the start of the seminar will receive a 100% refund, less a \$50 processing fee. There are no refunds for cancellations received less than three weeks prior to the start of the seminar. Registrants are responsible for canceling their own hotel accommodations.

Substitutions If you cannot attend the seminar, someone else from your company may attend. All requests for substitutions must be made in writing with a completed registration form to AFP's Customer Service Department at least two weeks prior to the event. On-site substitutions will also be accepted.

Travel Information MSdestinations is the official travel agency for AFP seminars. They will be happy to assist you with your travel plans. Please call 800.277.8824, Monday – Friday, 9:00 a.m. – 5:00 p.m. ET to arrange your transportation.

Questions or concerns Please call AFP Customer Service at 301.907.2862 during office hours, 8:30 a.m. – 5:00 p.m. ET, Monday – Friday, e-mail AFP@AFPonline.org or visit www.AFPonline.org.

♿. Special Assistance If you have a disability and require special assistance, please notify AFP at 301.907.2862 before the seminar so that we may accommodate your needs.